

Wednesday, March 4, 2015

Dance Films Seeks a Communication Intern!

Company: Dance Films Association

Location: Brooklyn, NY

Compensation: See description

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Collen Bartley

Dance Films a nonprofit membership organization, builds upon founder Susan Braun's vision by encouraging choreographers to enter the world of filmmaking, for filmmakers to discover the rich history of dance, and for audiences to engage with the broad spectrum of these films. Today, Dance Films serves the global dance film community by providing membership opportunities, connecting artists and organizations, fostering new works for new audiences, and sharing essential resources. Its constituency includes dance and film artists, academics and critics, as well as students and established professionals. Dance Films is the catalyst for the production, presentation, and preservation of dance on camera.

Communications Intern

The Communications Intern will work closely with the Director of Communications and Programming to maintain website projects, social media strategies, and sustain targeted outreach for our programs. Within the website, duties will include minimal web page management and data entry. Other duties include maximizing the use of social media platforms such as Facebook and Twitter. The intern will be responsible for creating single video files for various programs and must have experience with file formats, codecs and aspect ratios. Additionally, they will be requested to upload files to various platforms such as Vimeo and VHX. They will be expected to generate promo videos, designed fliers and other branded material for Dance Films events. In addition, they will be requested to document Dance Films events. With the Operations Manager, they will log and generate reports of their activity.

Specific Responsibilities

- Working with Dance Films to establish optimum video digitization workflow and organization.
- Taking photos and capturing footage at DFA events.
- Editing footage for grants and promotional material
- Updating website and weekly tidying
- Posting on Facebook/Twitter and engaging social media audience
- Staying on top of current dance film trends

Standard Requirements

- Recent college graduate or currently pursuing a Bachelor's degree with a 3.0 GPA or higher.
- Interest in the genre and in Dance Films' programming.
- Ability to work independently and as part of a team.
- Attention to detail and discrepancy.
- Ability to multi-task.

Specific Requirements

- Proficiency in Wordpress, simple coding skills (additional training will be provided)
- Proficiency in Final Cut and Photoshop
- Proficiency in Videography and Photography
- Available 10 hours a week
- Available Monday and Friday
- Available to come to our offices in Greenpoint, Brooklyn
- Available to attend special events, averaging two per month

Start Date
March 23, 2015

Compensation

DFA is happy to offer course credit if the applicant is a student at an accredited college/university and a travel stipend for this position.

Apply

Please send a Resume and Cover Letter to Brighid Greene, Director of Communications and Programming at brighid@dancefilms.org. We will conduct interviews with potential candidates.

Dance Films Association
252 Java Street #333
Brooklyn, NY, 11222
3478503594
<http://www.dancefilms.org/>

For more information:
Brighid Greene
brighid@dancefilms.org
3478503594

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